

TITLE: Accounting Technician (Seasonal)

FIN/7-206

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for performing the daily financial transactions of the department.

MAJOR DUTIES:

- o Issues Occupation Tax Certificates.
 - Assists with mailing of renewals December of each year.
 - Reports to State through BOTSS.
 - Complies with Immigration, SAVE and E-Verify regulations.
- o Matches purchase orders with invoices.
- o Open and stamp in mail and distribute to appropriate staff/departments.
- o Maintain County motor pool including activity log, reservations, issues, and maintenance requests.
- o Greets the General Public conducting business with Finance.
- o Assists in answering the Finance main phone line.
- o Maintains daily postage machine reading for all departments; uploads funds to meter as needed; sorts and distributes incoming mail and use the County postage machine.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development and management procedures.
- o Knowledge of computers and job related software programs.
- o Skill to analyze issues and problems related to computer programs and work with vendor to resolve issues.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Accounting Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county personnel policies, the County Ordinances, Generally Accepted Accounting Principles, Accounting and Auditing Standards, Government Finance Officers Association recommendations, and Federal and State Laws and Regulations. These guidelines require some interpretation in application.

COMPLEXITY: The work consists of related accounting duties. Strict regulations and the need for **accuracy** contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to participate in the department's daily financial transactions. Success in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, outside auditors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.